

SAMPLE K-12 SCHOOL DISTRICT SITE VISIT SCHEDULE w/EQUITY

Date of Visit:

Day I

Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B/C and Equity	General Team Orientation	All Team Members	Team Room
8:30 – 9:15 a.m.	Equity Facilities Team Member	Meeting with District Facilities Coordinator	Name of Facilities Coordinator:	
9:00 – 10:00 a.m.	A/B/C	Document Review	Team Members	Team Room
9:15 – 10:00 a.m.	Equity	Equity Team Orientation	Equity Team Members	
10:00 – 11:15 a.m.	A/B/C and Equity	District Overview	Names of Overview Participants:	
11:15 – 12:15 p.m.	A/B/C and Equity	Lunch	All Team Members	Team Room
12:20 – 1:50 p.m.	A/B/C and Equity Team Leader	Leadership Team Interview	Names of Administrators:	
12:30 – 1:45 p.m.	Mix of A/B/C and Equity Team Representative	Superintendent, Curriculum Director, and Equity Coordinator Interview (<i>delete if Leadership Team option is used</i>)	Names of Superintendent, Curriculum Director, and Equity Coordinator:	
12:30 – 1:45 p.m.	Mix of A/B/C and Equity Team Representative	PreK-12 Building Principals Interview (<i>delete if Leadership Team option is used</i>)	Names of PreK-12 Building Principals:	
12:30 – TBD	Equity Facilities Team Member	Buildings, Facilities, and Grounds Tour/Review	Names:	
2:00 – 3:15 p.m.	A and Equity Team Representative	PreK-12 Learning Support Staff Interview (Guidance, At-Risk, Alternative School/Program, School Nurse)	Names of Guidance, At-Risk, Alternative Program/School, School Nurse Learning Support Staff:	

2:00 – 3:15 p.m.	B and Equity Team Representative	PreK-12 Learning Support Staff Interview (Gifted and Talented, Media, ESL, Title I, Technology)	Names of Gifted and Talented, Media, ESL, Title I, Technology Learning Support Staff:	
2:00 – 3:00 p.m.	C, Special Education Cadre Member, and Equity Team Representative	PreK – 12 Instructional Support Staff Interview (paraeducators)	Names of Instructional Support Staff:	
2:00 – 3:00 p.m.	Equity Team Leader	Athletic Director, Activities Director, Coaches, PE Teachers Interview	Names of Athletic Director, Activities Director, Coaches, and PE Teachers:	
3:00 – 3:30 p.m.	A/B/C and Equity	Team Dialogue	Team Members	Team Room
3:30 – 4:15 p.m.	Equity Team Leader	District Equity Coordinator	Name of District Equity Coordinator	
3:30 – 4:45 p.m.	A and Equity Team Representative	Career and Technical Education Teachers Interview	Names of Career and Technical Education Teachers:	
3:30 – 4:45 p.m.	B and Equity Team Representative	PreK-12 General Education Teachers Interview	Names of PreK-12 Teachers:	
3:30 – 4:45 p.m.	C, Special Education Cadre Member, and Equity Team Representative	PreK-12 Special Education Teachers and Collaborating Teachers Interview	Names of PreK-12 Special Education Teachers:	
4:45 – 5:00 p.m.	A/B/C and Equity	Individual Team Dialogue/Break	Team Members	
5:00 – 6:15 p.m.	A and Equity Team Leader	School Board Interview	Names of School Board Members:	
5:00 – 6:15 p.m.	B and Equity Team Representative	School Advisory Committees Interview	Names of School Advisory Committee Members:	
5:00 – 6:15 p.m.	C and Equity Team Representative	PreK-12 Parents/Guardians Interview	Names of PreK-12 Parents:	

Day II				
Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B/C and Equity	Team Dialogue	Team Members	Team Room
8:00 – 8:30 a.m.	Equity Team Leader	Human Resources/Personnel Director Interview	Name of Human Resources/Personnel Director:	
8:45 – 9:45 a.m.	Equity Team Leader	At-Risk Teachers/Coordinator, Homeless Coordinator, and School Nurse Interview	Names of At-Risk Teachers/Coordinator, Homeless Coordinator, and School Nurse:	
9:00 – 10:00 a.m.	Special Education Cadre Member	Special Education Director/Coordinator/Contact Interview	Name of Special Education Director/Coordinator/Contact:	
9:00 – 10:00 a.m.	Mix of A/B/C and Equity Team Representative	Students	Names of Students:	
9:00 – 10:00 a.m.	Mix of A/B/C and Equity	Document Review/Follow Up Regarding Potential Non-Compliance Issues	Team Members Not Involved With Student Interview	
10:00 – 11:00 a.m.	Equity	Equity Team Meeting	Equity Team Members	
10:00 – 11:30 a.m.	A/B/C	Report Development	Team Members	Team Room
11:30 – 12:30 p.m.	A/B/C	Lunch	Team Members	Team Room
12:30 – TBD	A/B/C and Equity	Report Development	Team Members	Team Room
12:30 – 1:15 p.m.	Equity Team Leader	PreK-12 Guidance Counselor(s) Interview	Name of PreK-12 Guidance Counselor(s):	
1:30 – 2:00 p.m.	Equity Team Leader	ESL Teacher(s) Interview	Name of ESL Teacher(s):	
2:15 – 3:00 p.m.	Equity Team Leader	Gifted/Talented and Media Teacher(s)/Coordinator(s) Interview	Names of Gifted/Talented and Media Teacher(s)/Coordinator(s):	

3:00 – 4:00 p.m.	Equity	Equity Team Meeting	Equity Team Members	
Day III				
8:00 – TBD	A/B/C and Equity	Report Development		
TBD	Team Leader	Visit w/Superintendent About Non-Compliance Issues (as needed)		
TBD	A/B/C	Share Site Visit Highlights with Administration	Team Members, Administrators	